



Vacancy Announcement
United States Court of Appeals, Fifth Circuit
Office of the Clerk

Position:		Chief Deputy Clerk	
Starting Salary:		CL-32 (\$126,618 - \$157,999); JSP-16 equivalent	
Posting Date:		January 28, 2008	Closing Date: March 28, 2008 or until filled
Announcement #:		1-2008	

POSITION:

The United States Court of Appeals for the Fifth Circuit seeks to appoint a second Type II Chief Deputy Clerk (alter ego to the Clerk of Court) to assist the Clerk in the conduct of the court's business. The court will revert to one Chief Deputy Clerk upon retirement of the incumbent.

RESPONSIBILITIES:

The Chief Deputy Clerk reports directly to the Clerk of Court and is responsible for administrative and management functions including, but not limited to: (1) overseeing all appeal processing and case management activities, ensuring manual and electronic records are maintained in compliance with established procedures and quality control standards; (2) managing the day-to-day administration of the Clerk's office, including personnel, statistical reporting, automation, budget, and procurement; (3) developing organizational goals and objectives and establishing plans, priorities, and deadlines for completion of work; (4) conducting studies and performing special projects relating to the business of the court; (5) implementing the conversion of the Fifth Circuit to Case Management/Electronic Case Filing (CM/ECF); and (6) acting for the Clerk in his absence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- An undergraduate degree from an accredited college or university is required. A post-graduate degree in law, judicial or public administration, business, political science, or a related field is highly desired.
- A minimum of 6 years progressively responsible managerial or administrative experience, three of which must have involved extensive management responsibility, preferably in an appellate or federal court environment.
- Demonstrated analytical and statistical skills.
- Significant knowledge of office automation and electronic case management filing system.
- Exceptional interpersonal skills.
- Superior written, verbal, and presentation skills.
- Creativity and initiative.

APPLICATION PROCESS:

Interested applicants must submit to the address below a resume detailing educational background, employment and salary history, and other relevant information. All pertinent knowledge, skills and abilities outlined above should be addressed in a cover letter. Additional information is available on the Fifth Circuit website, www.ca5.uscourts.gov.

U.S. Court of Appeals, Fifth Circuit
Personnel Department - Announcement #1-2008
600 S. Maestri Place
New Orleans, LA 70130

Benefits:

Employees of the Clerk's Office of the United States Court of Appeals, Fifth Circuit are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

13 days paid vacation per year for the first three years of employment

20 days paid vacation per year after three years of employment

26 days paid vacation per year after 15 years of employment

13 days paid sick leave per year

10 paid Federal holidays per year (plus Mardi Gras)

Participation in the Federal Employees Retirement System (including government Thrift Savings Plan similar to 401K plan with matching funds)

Optional participation in the Federal Health Insurance Program (with a wide choice of plans)

Participation in pretax flexible spending account programs

Voluntary participation in life, long-term disability and long-term care insurance programs

Direct deposit of federal wages

When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for certain prior military service may be taken into consideration.

Information:

Only qualified applicants will be considered for this position.

Funding may be available to support interviewee travel.

The Fifth Circuit is an Equal Opportunity Employer. This office provides reasonable accommodations to applicants with disabilities. If you need such accommodation for any part of the application and hiring process, please notify the person who contacts you concerning your application. The decision to grant reasonable accommodations will be made on a case by case basis.

The court reserves the right to modify the conditions on this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

The successful candidate will be offered employment based on a satisfactory background check and investigation. A credit check is required also for this high sensitive position.

Funding may be available to assist the selected candidate with relocation expenses.

Employees serve under "Excepted Appointments" and are considered "at will" employees. All information provided by applicants is subject to verification and background investigation. Any false statements or omissions of information on any application material or the inability to meet the conditions for employment may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.